

Wednesday Weekly

June 28, 2019 Addendum

1. Resignation:

Jasmin Sadiwa, Secretary to the Bishop has resigned effective July 11, 2019.

She will pursue her studies in the field of Information Technology.

We thank Jasmin for her service and contribution to the Bishop's Office, the Pastoral Centre, to the priests of the diocese and to the Diocesan Church at large.

We wish her all the best in her academic journey and future career.

2. Job Opportunity:

The Diocese of Prince George is seeking an **Administrative Assistant** to provide support in the Bishop's office. The successful candidate will work in a fast-paced and collaborative environment, supporting the work of the Bishop and his Vicar General; will possess excellent oral and written communication skills and be proficient in Microsoft Office; knowledge of video editing programs would be an asset.

Excellent benefits package, including pension plan.

Deadline to apply: the position will remain open until filled

Please submit a résumé and cover letter with "**Administrative Assistant**" in the email subject line to:

Very Reverend Rectorino M. Tolentino, Jr.
Vicar General
Roman Catholic Diocese of Prince George
6500 Southridge Avenue
Prince George, BC V2 N 5P9

E-mail: vicargeneral@pgdiocese.bc.ca

Thank you for your interest; only shortlisted candidates will be contacted.